

**Minutes for:
Mid-City Local Human Rights Committee
January 23,2012**

LHRS members:

**Latonia Edmonds, Chair
Faye Joseph, Vice Chair
Kathy Brobst, Committee Member**

Stewart Prost, Advocate, Office of Human Rights

Staff & Programs:

Rhonda Taylor-Dubie's Love Residential Services
Nataasha Fedyszyn-Carr, The Up Center (in-home services,
Sponsored Placements-Adult, Day Program, Sponsored
Placement-Children (Temp)
LaVanjuena Hawkins, Community Solutions (Day Treatment , In
Home Services, Mental Health)
Jay P. Gonzalez; Roger Alston; Prosperity Homes, Inc.
Gregory Ash; Restorer of Broken Walls
Betty Gray-Henson; Alternative Family Treatment Services Inc.
Kewania Curney-VA institute for People with Disabilities
Cyleta Baylor-Caring Hands and Supplementary Enrichment
Education S.E.E. LLC of Virginia
Richard Coleman-Urban Learning Leadership Center

Meeting Convened at 3:10 p.m. by Ms. Latonia Edmonds, Committee Chairperson
The minutes from the last meeting were approved.

Program Reports:

Virginia Institute for People with Disabilities - no incidents or allegations to report
T.W. Neumann & Associates- no incident allegations
Community Solutions-no incidents or allegations to report, Mental Health Support Current Census and In Home Census 21 total
(present via telephone)
Restorer of Broken Walls-no incidents or allegations to report
AJ & T Independent Group Homes- 1 incident/allegation resolved.
Prosperity Homes, Inc.- 9 – Discharge 1 in December. Closed session held in Oct. 2011 was resolved by the client being discharged.
Alternative Family Treatment Services-no incidents or allegations to report-Census: 12
The Up Center In Home Services-no incidents or allegations to report –17 IHH and 24MHI
Urban Learning and Leadership Center-no incidents & no allegations to report; census 6
Cook Community Support- no incidents & no allegations to report-Census 7
Dubie's Love- no incidents & accidents to report; Census: 3
Caring Hands and Supplementary Enrichment Education LLC of Virginia-no incidents or allegations to report; Census: 5
The Faith Foundation- 2 Abuse and Neglect allegations; Census: 2
The Up Center Family Life Sponsored Homes- 1 allegation of sexual abuse-determined unfounded and resolved; no incidents and no
allegations to report-Service 68 people, Day Treatment Census 12.
Talk Family of Virginia- Absent

New Business:

Dubie's Love documented a change of address to their agency. The address is in possession of the committee.
Mr. Provost stated the importance of when an address change occurs to notify his office by email as soon as possible.

Clarity for the Quarterly reports:

Need to be sent 2 weeks in advance of the Quarterly meeting via email (preferred) to Mr. Provost and to the committee members.
Discussion of the need to comply, but Mr. Provost has understanding that this is a new process. Discussion occurred as to how to
make sure that programs can verify that human rights committee received the reports. A check list was suggested to make sure all the
reports are in. Mr. Provost reported he would call programs that did not have the report in a week prior to the committee meeting. This
list would be added to the minutes as a form of documentation of compliance.

Program requesting permanent affiliation with Mid-City LHRC:

Caring Hands and Supplementary Enrichment Education LLC of Virginia -requested and was granted affiliation for 6 of their Sponsored
Homes: The address are in possession of the committee to protect the privacy of individuals placed in those homes.

The Up Center-requested and was granted affiliation for 4 of their Family Life Sponsored Homes: The address are in possession of the
committee to protect the privacy of individuals placed in those homes.

Report from the Advocate:

The additional position for the office in Williamsburg has now been filled by Ms. Rhodes. With the addition of this new hire,
there will be time to make visits to local programs.

Mr. Prost again reviewed updates from the state office regarding the Quarterly Report Forms. They will begin standardizing
across the state, the reporting periods for the forms. Hence, the next time reports are due, they will be for the Fourth Quarter Period

between October 1st through December 31, 2011; The first quarter will be January 1st through March 31st; Second Quarter is April 1st through June 30th; and the Third Quarter is July 1st through September 30th. In terms of the report itself everybody is to do the quarterly reports whether you come to the meeting or not. All programs will need to submit the reports within two weeks prior to the quarterly meeting.). Also, "n/a" is not an appropriate answer on the reports. Write "None reported" when there are no incidents to report, not "n/a"

Page one of the Quarterly Reports has for a listing of any allegations or incidents. Details relating to the incidents should not be included on page one as that page is made public. An attachment should be submitted and forwarded to the committee for discussion in closed sessions. When sending out emails, please recognize that this is not a secure way of communicating per HIPPA and the DBDHS. If report includes identifying information, fax submission or mail would be the best way to communicate with the committee. It also gives them an opportunity to review the details and schedule you to attend a closed door session. Please note if you have an incident or allegation to report, please make sure that you attend the next closed session as you will be included in the closed door session. All Quarterly Reports are due two weeks in advance.

As a result of sharing the need for new committee members, there is now 2 applications for committee member and one to be interviewed in a closed session after this meeting. The other applicant can be interviewed at another time.

With no further business the open meeting went into closed session for The Up Center and Caring Homes. There is also a closed session to interview for the new committee member. Next Mid-City next session is April 23, 2012.